

Institutional Refund Policy

For students who enroll and begin classes but withdraw prior to program completion (after three business days of signing the contract), IWC will apply the most beneficial refund policy for the student. Listed below are the Indiana State Refund Policy and the ACCET Refund policy.

Office for Career and Technical Schools REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety

percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a fund.

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>

OCTS Resident Refund
Policy Revised 8/21/17

ACCET Refund Policy

- (a) a. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must

- refund all monies paid, less a maximum application/registration fee of \$100.
- (b) b. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
 - (c) c. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
 - (d) d. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.
 - (e) e. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

All refunds will be calculated based on the student's last date of attendance. The last date of attendance is defined as the last day of participation in onsite lectures, lab, or clinic or as completion of academic work within the LMS, whichever is the latter. Any monies due to a student who withdraws shall be refunded within 31 days of a determination that a student has withdrawn, whether officially or unofficially. Date of determination will be identified as the date student gives verbal or written notice to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct or Satisfactory Academic Progress policy. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, IWC will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach-out an agreement with another institution.

If the course is canceled subsequent to a student's enrollment, IWC will either provide a full refund of all monies paid or completion of the course at a later time.
If the course is canceled subsequent to a student's enrollment, IWC will either provide a full refund of all monies paid or completion of the course at a later time.
If the course is cancelled after students have enrolled and instruction has begun, IWC shall provide a pro rata refund for all students transferring to another IWC based on the hours accepted by the receiving IWC OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

This refund policy applies to tuition charged in the enrollment agreement. Other

miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned IWC property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by IWC shall be paid within 45 days of the date of determination, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by IWC and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.